

# APA Checklist

This checklist will help you ensure that your paper meets the APA requirements. The page number(s) listed in each item refers to where this information may be found in the Publication Manual of the *American Psychological Association*, 7<sup>th</sup> ed.

Check each box as you confirm your paper is formatted per the description.

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## ☐ 1. Margins

My margins are 1 inch at the top, bottom, left, and right of each page. p. 45

## ☐ 2. Typeface

I have used a clear, accessible font and have used the same font throughout my paper. Options include but are not limited to sans serif fonts like 11-point Calibri, 11-point Arial, and 10-point Lucida Sans Unicode and serif fonts like 12-point Times New Roman or 11-point Georgia. p. 44

## ☐ 3. Line Spacing

My lines of text are all double spaced throughout my paper. There is an exception on my title page where there is an extra double space between my title and the rest of the information on my title page. There are also exceptions where I may single space in a table body, figure, footnotes, and equations. p. 45

## ☐ 4. Alignment

My text is aligned at the left margin but ragged at the right margin. This is called flush-left style. p. 45

## ☐ 5. Text Spacing

I have inserted one space after punctuation marks, including those at the ends of sentences. I have inserted no spaces between internal periods in abbreviations, such as U.S. and a.m. p. 154

## 6. Indenting for Paragraphs

I have indented the first line of every paragraph 0.5 inches, and I have used the tab key for consistency. The remaining lines of my paragraph are left aligned. p. 45

## 7. Quotation Marks

I have placed quotation marks around all directly quoted material AND any article or chapter titles when these are mentioned in the text. NOTE: These titles are not placed in quotation marks in the References list. pp. 157-158

## 8. Italics

I have placed titles of longer works, such as books and journals, in italics in both my text and in my references list. p. 170-171

## 9. Title Page Format

My title page includes the following:

- A page number at the top right corner (title page is page 1)
- My title in bold font centered in the upper half of the page
- My name centered two double spaces below my title (this is also referred to as the byline)
- My affiliation (name of my school) centered below my name
- My course name centered below my affiliation
- My instructor's name centered below my course name
- The due date centered below my instructor's name

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## ☐ 10. Page Numbers

My page number appears in the top right-hand corner of all of my pages, including my title page. This page number should be created using the header function of my word-processing program and should be flush against the right margin. p. 44

## ☐ 11. Body of Essay Format

I have included an abstract page (if required) and an introduction and conclusion to frame the ideas presented in my body paragraphs. p. 43

## ☐ 12. Headings

I have used at least one level of headings with the first level being centered and in bold with upper- and lower-case letters. If I have used a second level of heading, those headings are aligned on the left and in bold with upper- and lower-case letters. NOTE: The APA manual describes additional level of headings if needed for much longer essays. pp. 47-49

## ☐ 13. Writing Style

I have aimed for a clear, clean writing style and have used first-person pronouns only when necessary and appropriate for my assignment. I have also used the singular “they” as a generic, third-person singular pronoun. pp. 120-121

## ☐ 14. Writing Numbers

I have used words to express numbers below 10. I have used numerals to express any numbers 10 or greater. I have also used numerals to express any times, dates, or ages. pp. 178-179

## ☐ 15. Writing Lists

If I have used numbered, bulleted, or lettered lists, I have ensured that my items are parallel and have reviewed APA guidelines for lists. pp. 189-190

## ☐ 16. In-Text Citations

I have documented all summarized, paraphrased, and quoted material with a correct in-text citation and have reviewed in-text citation formatting in the APA manual or the Excelsior OWL. I have placed the period after my citations in all cases, except for block quotes. pp. 253-278

## ☐ 17. Blocked Quotations

I have used the block format (indented, no quotation marks, double spaced) for all quotations that are 40 words or more in length. pp. 272-273

## ☐ 18. References

I have included a full reference for every source cited in my text. I have created a separate references page, centered the word References at the top, placed my references in alphabetical order, and used a hanging indent for all lines after the first line of each entry. I have reviewed the detailed instructions for formatting each reference in the APA manual or the Excelsior OWL.

NOTE: In-text citations and references must correspond.  
pp. 281-309